



COUNTY OF LOS ANGELES
invites applications for the position of:

ADMINISTRATIVE SERVICES DIVISION MANAGER

SALARY: \$9,745.58 - \$14,750.72 Monthly
\$116,946.96 - \$177,008.64 Annually

OPENING DATE: 01/20/16

CLOSING DATE: Continuous

POSITION/PROGRAM INFORMATION:

DEPARTMENT OF MENTAL HEALTH
EXAM NUMBER: b1007A

FILING START DATE: 01/21/2016 AT 8:00 A.M.

TYPE OF RECRUITMENT: INTERDEPARTMENTAL PROMOTIONAL OPPORTUNITY

RESTRICTED TO PERMANENT EMPLOYEES OF THE COUNTY OF LOS ANGELES WHO HAVE SUCCESSFULLY COMPLETED THEIR INITIAL PROBATIONARY PERIOD

Current employees in the unclassified service who meet the following criteria also qualify to participate in this exam:

Unclassified employees who have attained permanent County status on a classified position by successful completion of the initial probationary period, with no break in service since leaving the classified service **OR** Full-time employees in the unclassified service with at least six months of full-time experience in the unclassified service by the last day of filing.

NO OUT-OF-CLASS EXPERIENCE OR VERIFICATION OF EXPERIENCE LETTERS WILL BE ACCEPTED.

Withhold Information:

Permanent employees who have completed their initial probationary period and hold a qualifying payroll title may file for this examination if they are within six months of meeting the experience requirements by the last day of filing. However, the names of such employees will be **WITHHELD** from the certification list until the required experience is fully met.

DEFINITION:

Directs a division, composed of multiple sections, responsible for providing professional administrative services, which directly impact major departmental programs and administrative operations; ensures departmental compliance with local, County, State and federal laws and regulations associated with the administrative functions under their direction.

CLASSIFICATION STANDARDS:

Positions allocable to this management level class are typically located in the central administrative office of line departments, receive administrative direction from a higher level manager and are responsible for managing, through subordinate managers, a division composed of multiple sections responsible for providing professional administrative services in such areas as human resources, contracts, budget, finance and other closely related administrative functional areas which significantly impact the department's ability to accomplish its mission. Assignments require the use of care and discretion in the handling of confidential and sensitive information used to make decisions which significantly impact departmental programs and administrative operations, or make recommendations to management concerning the acquisition and use of significant resources.

Knowledge: Incumbents in these positions must apply a thorough knowledge of management concepts and principles, departmental organizational structures, functions, programs, policies, goals and objectives, at a level sufficient to plan, organize, direct, coordinate, and evaluate all facets of the administrative functional area they are responsible for managing; integrate the activities of their division with departmental programs and operations; advise executive management on the establishment of policies, objectives, and short- and long-term strategic goals; and

represent the department on sensitive matters associated with their administrative functional areas.

Supervisory Controls: Assignments are received in terms of broad departmental objectives and policies, with incumbents exercising responsibility for defining objectives specific to their assigned division, as well as planning the division's work. Completed work is reviewed in terms of compatibility with broader departmental objectives, fulfillment of specific division objectives, and feasibility and effectiveness of recommendations.

Guidelines: Incumbents make decisions based on broadly stated, non-specific guidelines, (e.g., general policy statements and basic laws, etc.) which require incumbents to exercise a high degree of professional judgment in interpreting and adapting these guidelines in ways which both support the accomplishment of departmental objectives and goals, and simultaneously achieve compliance with applicable rules, regulations and standards.

Complexity: Work requires detailed, continuous, long-term planning and coordination to align division objectives and goals with broader departmental objectives and strategic planning efforts, as well as extensive efforts to coordinate and integrate the work of the division with departmental programs and operations.

Impact: Completed work has a direct and substantial impact on the department's ability to carry out its overall mission; completed work also influences internal and external operations and large numbers of people.

Contacts and Purpose of Contacts: Contacts at this level include influential individuals outside and within the department such as high-level officials, executive-level managers, senior-level managers, and high-level staff, as well as professionals from other organizations, such as contractors or attorneys. Contacts are made for the purpose of providing technically authoritative advice, representing and protecting the interests of the department, carrying out negotiations, and coordinating work efforts to resolve long-range issues and problems.

These positions primarily differ from those belonging to the lower-level Administrative Services Manager III class in that these positions are responsible for managing, through subordinate managers, a division composed of multiple sections, while positions belonging to the Administrative Services Manager III class are responsible for managing, through subordinate supervisors, a section composed of multiple units.

Probationary Period: The probationary period for this class, as authorized per Civil Service Rule 12.02, will be 12 months. Newly appointed employees to this class who have not completed the formal supervisory training course offered by the County's Department of Human Resources will be automatically enrolled into the earliest available course.

ESSENTIAL JOB FUNCTIONS:

ESSENTIAL DUTIES:

Manages, through subordinate section managers, the operations and activities of contracting staff performing contract development and contract administration functions to obtain a variety of contract services.

Advises and consults with executive management on the awarding of contracts; directs the preparation, development, and periodic updating of departmental contracting plans and recommends adoption by departmental management.

Analyzes or directs the analysis of laws, regulations and other provisions, such as the County Code and Proposition A; provides interpretations of such laws, regulations and provisions to departmental management.

Represents the department to the Board of Supervisors and to current and potential contractors on issues related to the contracting process, including appeals; meets and confers with contractors to ensure compliance with contract requirements and to obtain certification where appropriate concerning compliance with Affirmative Action regulations, minimum wage requirements, performance bonds and insurance certificates.

Prepares and/or directs the preparation of, and reviews, a variety of highly sensitive and/or confidential documents such as sole source solicitations, requests to increase contract maximum amounts, and correspondence to obtain approval for service acquisitions.

REQUIREMENTS:

SELECTION REQUIREMENTS:

Option I: Five (5) years of experience managing through subordinate supervisors, a contract operations section of administrative professionals primarily at the level of a journey analyst* or higher.

Option II: Five (5) years of experience directly supervising a contract operations unit of administrative professionals primarily at the level of a senior analyst** or higher.

LICENSE:

A valid California Class C Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

PHYSICAL CLASS:

Positions within this class require light physical effort that may include occasional light lifting to a 10 pound limit and some bending, stooping, or squatting. Considerable ambulation may be involved.

SPECIAL REQUIREMENT INFORMATION:

*Journey-level analyst work involves the independent performance of work assignments which require the use of sound professional judgment, initiative and creativity in identifying and selecting research and analytical methods and techniques to address and resolve complex, controversial, and/or sensitive problems related to administrative functions in contracts.

**Senior-level analyst work involves functioning in a lead or project management capacity with responsibility for providing guidance and direction to staff on the most specialized, complex, and difficult analytical assignments which impact major departmental programs and administrative operations, or in central agency departments, where they are responsible for providing consultation and guidance to management in County line departments on highly complex issues and problems associated with their area of expertise.

ADDITIONAL INFORMATION:

EXAMINATION CONTENT

This examination will consist of an interview weighted 50% and an Appraisal of Promotability weighted 50%. The interview will assess training, experience, and the general ability to perform the duties of the position. The Appraisal of Promotability is designed to measure knowledge and skills, verbal and written communication, Interpersonal and public relations, management and administrative ability, and leadership.

Candidates must achieve a passing score of 70% or higher on each weighted part of the examination in order to be placed on the eligible register.

ELIGIBILITY INFORMATION

Applications will be processed on an "**as-received**" basis and those receiving a passing score will be promulgated to the eligible register accordingly.

The names of candidates receiving a passing grade in the examination will be placed on the eligible register in the order of their score group for a period of twelve (12) months following the date of promulgation.

Retake: No person may compete for this examination more than once in a twelve (12) month period.

SPECIAL INFORMATION

Past and present mental health clients and family members are encouraged to apply.

AVAILABLE SHIFT

Appointees may be required to work any shift, including evenings, nights, weekends and holidays.

VACANCY INFORMATION

The eligible register for this examination will be used to fill a vacancy in the Department of Mental Health.

APPLICATION AND FILING INFORMATION

Applicants are required to complete and submit an online Los Angeles County Employment Application AND Supplemental Questionnaire in order to be considered for this examination. Paper applications, resumes, or any unsolicited documents will not be accepted in lieu of completing the online application and Supplemental Questionnaire. We must receive your application by 5:00 pm, PST, on the last day of filing.

INSTRUCTIONS **FOR** **FILING** **ONLINE**

Apply online by clicking on the "Apply" tab for this posting.

Applicants must complete and submit their online applications and upload required documents (e.g. Resume, etc.) as attachment(s) during application submission or send by email to exams@dmh.lacounty.gov within 15 calendar days from date of application submission. Indicate the Exam Title on the subject line when sending required documents by email.

The acceptance of your application will depend on whether you have clearly shown that you meet the Selection Requirements. Your online application must show complete license, education and work experience information necessary to evaluate your qualifications. License information section must show title of license, license number, original date of issue, and expiration date. Education information section must include name and address of school attended, complete dates attended, name of course/s taken, number of units earned, and degree/s earned. Work experience section must include job title, employer name and address, name of work area/facility, actual payroll title held and not the working and/or functional titles, from/to dates of employment including month, day and year, total number of months, total number of hours worked per week - not a range of hours (full or part-time), and complete and detailed description of related job duties. If range of hours is provided, experience will be prorated based on the lowest number of hours worked per week. LIST separately each job experience to be evaluated.

All information is subject to verification. Applicants may be rejected at any stage of the selection process.

SOCIAL SECURITY NUMBER LANGUAGE

All applicants must enter a valid social security number at the time of filing. Entering anything other than a valid social security number (i.e. 000-00-0000, 111-11-1111, etc.) will result in an automatic rejection of your application.

COMPUTER AND INTERNET ACCESS AT LIBRARIES

For candidates who may not have regular access to a computer or the internet, applications can be completed on computers at public libraries throughout Los Angeles County.

NO SHARING USER ID AND PASSWORD

All applicants must file their applications online using their own user ID and password. Using a family member or friend's user ID and password may erase a candidate's original application record.

DEPARTMENT CONTACT

Celia Yeung, Exams Analyst
213-972-7038 or 213-972-7034
exams@dmh.lacounty.gov

ADA Coordinator Phone: 213-972-7034
Teletype Phone: 800-735-2922
California Relay Services Phone: 800-735-2922

COUNTY OF LOS ANGELES
Employment Information

Any language contained in the job posting supersedes any language contained below.

Your Responsibilities:

1. Completing Your Application:
 - a. Before submission of the application, it is your responsibility to ensure that all information provided is correct and complete on the application. Incomplete applications cannot be accepted.
 - b. Please list separately the PAYROLL TITLE for each job. Do not group your experience. Specify the beginning and ending dates for each job. If you are a County employee and have been promoted, do NOT list all of your time with the County under your present payroll title.
 - c. Your Social Security Number must be included for record control purposes. Federal law requires that all employed persons have a Social Security Number.
 - d. To receive APPROPRIATE CREDIT, include a copy of your diploma, transcript, certificate, or license as directed on the job posting.

Social Security Act of 2004: Section 419 (c) of Public Law 108-203, the Social Security Protection Act of 2004, requires State and local government employers to disclose the effect of the Windfall Elimination Provision and the Government Pension Offset Provision to employees hired on or after January 1, 2005, in jobs not covered by Social Security. The County of Los Angeles does not participate in the Social Security System. All newly hired County of Los Angeles employees must sign a statement (Form SSA-1945) prior to the start of employment indicating that they are aware of a possible reduction in their future Social Security benefit entitlement. For more information on Social Security and about each provision, you may visit the website www.socialsecurity.gov, or call toll free 1-800-772-1213. Persons who are deaf or hard of hearing may call the TTY number 1-800-325-0778 or contact a local Social Security office.

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2. Minimum or Selection Requirements are listed in the job posting.

- a. YOUR APPLICATION WILL BE ACCEPTED ONLY IF IT CLEARLY SHOWS YOU MEET THESE REQUIREMENTS. The information you give will determine your eligibility and is subject to verification at any time.
- b. You must be at least 16 years of age at the time of appointment unless other age limits are stated on the job posting. The Federal Age Discrimination in Employment Act (ADEA) of 1967, as amended, prohibits discrimination on the basis of age for any individual over age 40.
- c. Your experience may be paid or unpaid unless the job posting states otherwise. Experience is evaluated on the basis of a verifiable 40-hour week.

3. Application Deadline:

- a. All job applications must be completed and submitted by the last day of the filing period and closing time indicated on the job posting. Job postings with an open continuous filing period are subject to closure without prior notice. It is to your advantage to file your application early and not wait until the last allowable date and time as you will not be able to apply once the filing period has closed.
- b. Applications for positions designated "Apply in Person" must be filed in person at the address provided on the job posting.

4. Change of Name or Address:

To change personal information such as your name or address, log into your profile and make the necessary change. This can be done at any time.

5. Promotional Examinations:

- a. Some of your experience may have been in a position in which such work is not typically performed. If such experience is permitted as indicated on the job posting, a signed Verification of Experience Letter (VOEL) signed by your department's Human Resources Office must be attached to your application unless otherwise stated on the job posting.
- b. If indicated on the job posting, permanent employees who have COMPLETED THEIR INITIAL PROBATIONARY PERIOD AND HOLD A QUALIFYING PAYROLL TITLE may file for promotional examinations if they are within six months of meeting the experience requirements by the last day of filing or at the time of filing for open continuous exams.

6. Equal Employment Opportunity/Non-Discrimination Policy:

- a. It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons, regardless of race, color, religion, sex, national origin, age, sexual orientation or disability.
- b. If you require material in an ALTERNATE FORMAT or are an individual requesting REASONABLE ACCOMMODATION(S) in the examination process for a physical or mental disability, please CONTACT THE

Record of Convictions: As part of the selection process you may be required to complete and submit a Candidate Conviction History Questionnaire (CCHQ). PLEASE DO NOT SUBMIT THE CCHQ WITH YOUR APPLICATION, unless instructed to do so. A full disclosure of all convictions is required, when requested. Failure to disclose convictions will result in disqualification. Not all convictions constitute an automatic bar to employment. Factors such as your age at the time of the offense(s), and the recency of offense(s) will be taken into account, as well as the relationship between the offense(s) and the job(s) for which you apply. However, any applicant for County employment who has been convicted of workers' compensation fraud is automatically barred from employment with the County of Los Angeles (County Code Section 5.12.110). ANY CONVICTIONS OR COURT RECORDS WHICH ARE EXEMPTED BY A VALID COURT ORDER DO NOT HAVE TO BE INCLUDED.

For more information regarding convictions that are not subject to disclosure, please refer to the CCHQ from the link below:

http://file.lacounty.gov/dhr/CCHQ_2014.pdf

Americans with Disabilities Act of 1990: All positions are open to qualified men and women. Pursuant to the Americans with Disabilities Act of 1990, persons with disabilities who believe they need reasonable accommodation, or help in order to apply for a position, may contact the ADA/Personnel Services for Disabled Persons Coordinator. Hearing impaired applicants with telephone teletype equipment may leave messages by calling the teletype phone number on the job posting. The County will attempt to meet reasonable accommodation requests whenever possible.

Veteran's Credit: In all open competitive examinations, a veteran's credit of 10 percent of the total credits specified for such examinations will be added to the final passing grade of an honorably discharged veteran who served in the Armed Forces of the United States under any of the following conditions: During a declared war; -or- During the period April 28, 1952 through July 1, 1955; -or- For more than 180 consecutive days, other than for training, any part of which occurred after January 31, 1955, and before October 15, 1976; -or- During the Gulf War from August 2, 1990 through January 2, 1992; -or- For more than 180 consecutive days, other than for training, any part of which occurred during the period beginning September 11, 2001, and ending on August 31, 2010 the last day of Operation Iraqi Freedom; -or- In a campaign or expedition for which a campaign medal or expeditionary medal has been authorized and awarded. Any Armed Forces Expeditionary medal or campaign badge, including El Salvador, Lebanon, Grenada, Panama, Southwest Asia, Somalia, and Haiti qualifies for credit.

A campaign medal holder or Gulf War veteran who originally enlisted after September 7, 1980 (or began active duty on or after October 14, 1982, and has not previously completed 24 months of continuous active duty) must have served continuously for 24 months or the full period called or

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AMERICANS WITH DISABILITIES ACT (ADA)

COORDINATOR LISTED ON THE JOB POSTING. The provision of reasonable accommodation may be subject to verification of disability as allowable with State and Federal law. All disability-related information will remain confidential.

Disclaimer: The County of Los Angeles is not responsible or in any way liable for any computer hardware or software malfunction which may affect the employment application or the application selection process.

You assume all responsibility and risk for the use of this system and the Internet generally. This system and the information provided on it are provided on an "as is" and "as available" basis without warranties of any kind, either express or implied. No advice or information given by the County of Los Angeles or its respective employees shall modify the foregoing or create any warranty.

The County of Los Angeles expressly disclaims any warranty that the information on this system or on the Internet generally will be uninterrupted or error free or that any information, software or other material accessible from the system is free of viruses or other harmful components. You shall have no recourse against the County of Los Angeles as the system provider for any alleged or actual infringement of any proprietary rights a user may have in anything posted or retrieved on our system.

The County of Los Angeles shall not be liable for any direct, indirect, punitive, incidental, special or consequential damages arising out of or in any way connected with the use of this system or with the delay or inability to use it (or any linked sites), or for any information obtained through this system, or otherwise arising out of the use of this system, the Internet generally or on any other basis.

NOTE: Your application is submitted using Secure Encryption to ensure the privacy of all information you transmit over the Internet.

By accepting the Use Disclaimer set forth here, you agree to all of the above terms and further agree to use this Online Job Employment Application System only for the submission of bona fide employment applications to the County of Los Angeles. Any other use of this Online Job Employment Application System, including without limitation any copying, downloading, translation, decompiling, or reverse engineering of the system, data, or related software, shall be a violation of the Use Disclaimer.

Benefit Information: Depending on the position, the successful candidate will enroll in a contributory defined benefit pension plan if the candidate is a "new member" of the County's defined benefit plan (LACERA) on or

ordered to active duty.

This also applies to the spouse of such person who, while engaged in such service was wounded, disabled or crippled and thereby permanently prevented from engaging in any remunerative occupation, and also to the widow or widower of any such person who died or was killed while in such service. A DD214, Certificate of Discharge or Separation from Active Duty, or other official documents issued by the branch of service are required as verification of eligibility for Veterans preference. Applicants must submit the documentation for each open competitive exam to qualify for veteran's credit.

Employment Eligibility Information: Final appointment is contingent upon verification of U.S. citizenship or the right to work in the United States. Immigration law provides that all persons hired after November 6, 1986, are required to present original documents to the County, within three (3) business days of hiring, which show satisfactory proof of: 1) identity and 2) U.S. employment eligibility.

Los Angeles County Child Support Compliance

Program: In an effort to improve compliance with court-ordered child, family and spousal support obligations, certain employment and identification information (i.e., name, address, Social Security number and date of hire) is regularly reported to the State Directory of New Hires which may assist in locating persons who owe these obligations. Family Code Section 17512 permits under certain circumstances for additional employment and identifying information to be requested. Applicants will not be disqualified from employment based on this information.

The California Fair Employment and Housing Act (Part 2.8 commencing with Section 12900 of Division 3 of Title 2 of the Government Code) and the Regulations of the Fair Employment and Housing Commission (California Code of Regulations, Title 2, Division 4, Sections 7285.0 through 8504) prohibits employment discrimination based on race or color; religion; national origin or ancestry, physical disability; mental disability or medical condition; marital status; sex or sexual orientation; age, with respect to persons over the age of 40; and pregnancy, childbirth, or related medical conditions.

Test Preparation: Study guides and other test preparation resources may be accessed through the Department of Human Resources website at: <http://hr.lacounty.gov>. Additional test preparation resources may be listed on the job posting.

Accreditation Information: Accredited institutions are those listed in the publications of regional, national or international accrediting agencies which are accepted by the Department of Human Resources. Publications such as American Universities and Colleges and International Handbook of Universities are acceptable references. Also acceptable, if appropriate, are degrees that have been evaluated and deemed to be equivalent to degrees from United States accredited institutions by an academic

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after January 1, 2013 (first employed by the County on or after December 1, 2012) – unless she or he established reciprocity with another public retirement system in which she or he was a member before January 1, 2013. It should be noted that County employees do not pay into Social Security, but do pay the Medical Hospital Insurance Tax portion of Social Security at a rate of 1.45%. The Los Angeles County Employees Retirement Association (LACERA) has reciprocal agreements with several public retirement systems in California.

credential evaluation agency recognized by The National Association of Credential Evaluation Services or the Association of International Credential Evaluators, Inc. (AICE).

APPLICATIONS MAY BE FILED ONLINE AT:
<http://hr.lacounty.gov>

Position #b1007A
ADMINISTRATIVE SERVICES DIVISION MANAGER
CY

Los Angeles, CA 90010

ADMINISTRATIVE SERVICES DIVISION MANAGER Supplemental Questionnaire

- * 1. The information you provide on this supplemental questionnaire is designed to assess your experience as it relates to the Selection Requirements for competing in the Administrative Services Division Manager examination. In order to be considered for this examination, you are required to respond to the following questions. All information that you provide is subject to verification. Referrals to a resume or the County application will be considered a non-response and will result in disqualification. I UNDERSTAND THE ABOVE INFORMATION AND INSTRUCTIONS.

☐ Yes

- * 2. This examination is restricted to current permanent full-time employees of the Los Angeles County.

☐ Yes, I am a current permanent full-time employee of the Los Angeles County

☐ No, I am not a current permanent full-time employee of the Los Angeles County

- * 3. Do you have five (5) years of experience managing through subordinate supervisors, a contract operations section of administration professionals primarily at the level of a journey analyst* or higher.

*Journey-level analyst work involves the independent performance of work assignments which require the use of sound professional judgment, initiative and creativity in identifying and selecting research and analytical methods and techniques to address and resolve complex, controversial, and/or sensitive problems related to administrative functions in contracts.

☐ Yes

☐ No

- * 4. **EXPERIENCE:** If you answered "yes" to the preceding question #3 please describe your experience managing through subordinate supervisors, a contract operations section of administrative professionals primarily at the level of a journey analyst* or higher.

*Journey-level analyst work involves the independent performance of work assignments which require the use of sound professional judgment, initiative and creativity in identifying and selecting research and analytical methods and techniques to address and resolve complex, controversial, and/or sensitive problems related to administrative functions in contracts.

INSTRUCTION: Each experience must be described separately. Answers are required in each field. All areas in this Supplemental Questionnaire are necessary for thorough evaluation and must be completely filled. Credit will not be given if required information for evaluation is incomplete.

In the following Sections, please provide the following information that completely describe each of

your professional experience.

- POSITION/PAYROLL TITLE
- NAME OF DEPARTMENT AND DIVISION, SECTION OR UNIT
- COMPLETE DATES OF CLAIMED EXPERIENCE (BEGINNING/ENDING)
- NUMBER OF SUBORDINATE SUPERVISORS
- LIST THE POSITION TITLES OF YOUR SUBORDINATE SUPERVISORS
- NUMBER OF ADMINISTRATIVE PROFESSIONAL STAFF SUPERVISED
- LIST THE POSITION TITLES OF YOUR ADMINISTRATIVE PROFESSIONAL STAFF
- COMPLETE DESCRIPTION OF DUTIES

- * 5. **Do you have five (5) years of experience directly supervising a contract operations unit of administrative professionals primarily at the level of a senior analyst** or higher.**

**Senior-level analyst work involves functioning in a lead or project management capacity with responsibility for providing guidance and direction to staff on the most specialized, complex, and difficult analytical assignments which impact major departmental programs and administrative operations, or in central agency departments, where they are responsible for providing consultation and guidance to management in County line departments on highly complex issues and problems associated with their area of expertise.

☐ Yes

☐ No

- * 6. **EXPERIENCE:**

If you answered "yes" to the preceding question #5 please describe your experience directly supervising a contract operations unit of administrative professionals primarily at the level of a senior analyst or higher.**

**Senior-level analyst work involves functioning in a lead or project management capacity with responsibility for providing guidance and direction to staff on the most specialized, complex, and difficult analytical assignments which impact major departmental programs and administrative operations, or in central agency departments, where they are responsible for providing consultation and guidance to management in County line departments on highly complex issues and problems associated with their area of expertise.

INSTRUCTION: Each experience must be described separately. Answers are required in each field. All areas in this Supplemental Questionnaire are necessary for thorough evaluation and must be completely filled. Credit will not be given if required information for evaluation is incomplete. In the following Sections, please provide the following information that completely describe each of your professional experience.

- POSITION/PAYROLL TITLE
- NAME OF DEPARTMENT AND DIVISION, SECTION OR UNIT
- COMPLETE DATES OF CLAIMED EXPERIENCE (BEGINNING/ENDING)
- NUMBER OF ADMINISTRATIVE PROFESSIONAL STAFF SUPERVISED
- LIST THE POSITION TITLES OF YOUR ADMINISTRATIVE PROFESSIONAL STAFF
- COMPLETE DESCRIPTION OF DUTIES

- * Required Question

**COUNTY OF LOS ANGELES – DEPARTMENT OF MENTAL HEALTH
SERVICE AREA 7 SPECIALIZED FOSTER CARE PROGRAM - COMMERCE**

TRANSFER OPPORTUNITY

**Medical Case Worker I/II
Spanish Speaking**

The Specialized Foster Care Program in Service Area 7 is recruiting a Spanish Speaking Medical Case Worker I or II. The Commerce location is looking for an energetic and enthusiastic person to join our team. Ability to work in a fast paced environment as well as strong interpersonal and organizational skills are highly desired. Spanish Speaking is a must.

ESSENTIAL JOB DUTIES:

- Evaluate the clients' case management needs (i.e., medical care, school/vocational, social, legal, etc.) and provide active linkage to appropriate community services specializing in the needs of foster care children and youth.
- Work closely with community providers on ensuring efficient and appropriate linkages to services.
- Actively participate in special DCFS case planning or conference meetings such as Child and Family Team (CFT) meetings when requested.
- Assist in triaging DCFS referrals for mental health services.
- Provide Individual Rehabilitation services when warranted and appropriate to the client and families' needs.

DESIRABLE QUALIFICATIONS:

- Verbal and written fluency in Spanish
- Knowledge of children mental health issues and resources
- Knowledge and familiarity with DCFS and Specialized Foster Care program
- Strong multi-tasking and organizational skills
- Strong verbal and written communication skills
- Ability and desire to work in a positive and effective team environment
- Flexible and easily adapts to new and changing situations

Interested individuals holding the payroll title to the above position are encouraged to fax or email their resume, last two (2) Performance Evaluations and last two (2) years of master time records by **Friday, February 12, 2016** to:

Gloria Guevara-Moreno, LCSW
MH Clinical Supervisor
gguevara@dmh.lacounty.gov
Specialized Foster Care Program - Commerce
Tel. (323) 725-4629 or (323) 725-4628 Fax (323) 728-9201
5835 S. Eastern Avenue, Commerce, CA 90040

THIS IS NOT AN OFFICIAL EXAMINATION BULLETIN

**COUNTY OF LOS ANGELES – DEPARTMENT OF MENTAL HEALTH
CHILDREN SYSTEM OF CARE
CHILD WELFARE DIVISION**

TRANSFER OPPORTUNITY



Psychiatric Social Worker II

The Child Welfare Division is seeking interested candidates to assist with the countywide implementation of the shared Core Practice Model (CPM) and the use of the Child and Family Teams (CFTs) process. The person selected for this position will work collaboratively within an interagency team composed of professionals from the Department of Mental Health (DMH) and the Department of Children and Family Services (DCFS).

EXAMPLE OF DUTIES:

- ❖ Provide consultation to mental health staff on the use of coaching in supervision to promote CPM principles and practices for children and families in the child welfare system.
- ❖ Develop field based trainings on shared CPM elements and use of CFT process.
- ❖ Model CPM elements and the use of CFTs for mental health providers and DMH staff.
- ❖ Assist mental health providers on engaging children and families for the CFT process.
- ❖ Facilitate or co-facilitate the CFTs.

Additional duties will include a variety of administrative tasks related to the Child Welfare Division such as, coverage for Critical Incident and Officer of the Day duties.

DESIRABLE QUALIFICATIONS:

- Strong organizational skills
- Excellent verbal and written communication skills
- Flexibility and willingness to alter planned work flow
- Ability to work as a member of team and to collaborate with DMH staff, DCFS staff, Mental Providers and consultants
- Familiarity or experience with DCFS
- Child mental health experience
- Skilled in working with MS Office, i.e., Word, Excel, PowerPoint, and Outlook
- Spanish speaking preferred

Interested applicants who are currently holding the payroll title of PSW II may submit their resume, last two (2) performance evaluations and last two (2) years of master time cards **by 5:00 PM on Friday, February 5th, 2016 to:**

**Attention: Christy Maeder
Telephone: (213) 739-5499
Fax: (213) 252-0239**

aharraway@dmh.lacounty.gov

600 S. Commonwealth Ave., 6th floor, Los Angeles, CA 90005

COUNTY OF LOS ANGELES – DEPARTMENT OF MENTAL HEALTH

**ADULT SYSTEM OF CARE BUREAU ADMINISTRATION
DMH/DPSS CO-LOCATED PROGRAM**

Transfer Opportunity

**THIS IS NOT AN OFFICIAL EXAMINATION
RESTRICTED TO EMPLOYEES OF THE COUNTY OF LOS ANGELES**

PSYCHIATRIC SOCIAL WORKER I/II - LANCASTER

The DMH-DPSS Co-Located program is seeking to fill a full-time vacant position for a Psychiatric Social Worker I or II to work ***primarily*** in the DPSS office in **LANCASTER**. The person selected for this position will be co-located at a DPSS office, conduct brief mental health assessments, make determinations about readiness for employment, and make referrals to appropriate mental health treatment, SSI Advocacy and educate participants about available community resources.

ESSENTIAL JOB FUNCTION:

- Perform a wide variety of professional social work services for persons suffering from severe mental and emotional disturbances; complete mental health assessment; provide psycho-education to GR participants on the benefits of mental health treatment.
- Provide a wide range direct mental health services including crisis intervention and linkage for mental health services.
- Link qualified GR participants to treatment programs to facilitate SSI Eligibility.
- Provide consultation services and ongoing training to DPSS eligibility workers and case managers; ongoing training to DPSS General Relief staff to assist in identifying and referring appropriate participants for mental health assessment, improve staff sensitivity/understanding of the mental health needs of the GR participant to decrease the stigma associated with mental health problems.
- Complete data collection forms, such as program service reporting and claiming, as required by DPSS.

ESSENTIAL QUALIFICATIONS:

- Seeking a Licensed or License-eligible Clinical Social Worker.
- Knowledge and experience working with clients having multiple diagnoses, including severe and persistent mental illness, substance abuse, homelessness, and/or incarceration.
- Excellent organization, interpersonal, oral and written communication skills.
- Adaptable and flexible.

Qualified individuals holding title to the Psychiatric Social Worker I or II position should fax or email their resume, master time card, and last two performance evaluations by **Friday, February 5** to:

William Tanner, Ph.D., MH Clinical Program Manager II
(213) 738-2889

Fax (213) 637-0790 or WTanner@dmh.lacounty.gov

AN EQUAL OPPORTUNITY EMPLOYER

**COUNTY OF LOS ANGELES – DEPARTMENT OF MENTAL HEALTH
SERVICE AREA 7**

SPECIALIZED FOSTER CARE - COMMERCE

TRANSFER OPPORTUNITY

**Psychiatric Social Worker I or II
Spanish Speaking**

The Specialized Foster Care Program in Service Area 7 located in the city of Commerce is seeking a Spanish speaking Psychiatric Social Worker I or II. The primary responsibility will be to provide immediate mental health services and case management to DCFS children, youth and families. This is a fast paced program who is looking for a strong clinician with a strong desire to help families in the DCFS system.

EXAMPLE OF DUTIES:

- Work as part of a multi-disciplinary team with DCFS and DMH
- Conduct initial intake assessments and determine medical necessity of all aged minors under age 18
- Provide eligible diagnosis using DSM V and ICD codes
- Actively participate in Child and Family Team meetings (CFT's)
- Provide individual and family treatment on a short term basis
- Ability to assess for and provide Crisis Intervention
- Writing progress notes and completing attestations daily

DESIREABLE QUALIFICATIONS:

- Spanish-Speaking
- Licensed or close to completing hours required for licensure
- Clinical experience and interest working with children and families
- Flexibility, patience, and ability to prioritize
- Strong organizational skills
- Ability to work collaboratively with other Departments (DCFS) and Community Partners
- Strong oral and written communication skills
- Ability to work both independently and within a team setting
- Strong computer skills

Interested individuals holding title to the above positions should fax or scan their resume, last two Performance Evaluations, and master time cards for past two years on or before **February 26, 2016** to:

**Gloria Guevara, LCSW
MH Clinical Supervisor
gguevara@dmh.lacounty.gov
Specialized Foster Care Program – Commerce
5835 S. Eastern Ave., Commerce 90040
Tel. (323) 725-4629 or (323) 725-4628
Fax (323) 728-9201**

THIS IS NOT AN OFFICIAL EXAMINATION BULLETIN